



**Arizona Department of Education  
Assessment Section  
www.azed.gov/standards**

## AIMS UPDATE FOR TEST COORDINATORS

Superintendent Tom Horne

**February 2009**

**#23**

### CALENDAR FOR SPRING 2009 TESTING

<b>February 9–13</b>	AIMS HS W/R short-add
<b>February 18–19*</b>	AIMS HS W/R bar code labels arrive *bar codes may arrive as early as Feb. 12
<b>February 24</b>	AIMS HS WRITING
<b>February 25</b>	AIMS HS READING
<b>February 25–26</b>	AIMS HS W/R Form T short-add
<b>March 3</b>	AIMS HS WRITING <b>make-up</b>
<b>March 4</b>	AIMS HS READING <b>make-up</b>
<b>Assigned date</b>	AIMS HS W/R materials pick-up
<b>March 9–12 or March 16–19</b>	AIMS DPA, AIMS HS MATH, AIMS SCIENCE, and <i>TN</i> test materials & bar code labels arrive
<b>March 19–24</b>	AIMS DPA, AIMS HS MATH, AIMS SCIENCE, and <i>TN</i> short-add
<b>Mar. 30–Apr. 7</b>	<b>AIMS HS MATH Field Test</b> (Cohort 2011)
<b>Mar. 30–Apr. 17</b>	AIMS DPA, AIMS SCIENCE (Gr. 4 & 8), <i>TN</i> , & <b>AIMS MATH Field Test</b> (Gr. 3-8) test window
<b>April 1</b>	AIMS HS MATHEMATICS
<b>April 2</b>	AIMS HS SCIENCE
<b>April 1–2</b>	AIMS HS MATHEMATICS Form T short-add
<b>April 7</b>	<b>AIMS HS MATHEMATICS make-up</b>
<b>Assigned date</b>	AIMS HS MATHEMATICS, HS SCIENCE, & HS MATHEMATICS Field Test scorable pick-up
<b>Assigned date</b>	AIMS DPA, AIMS SCIENCE (Gr. 4 & 8), <i>TN</i> , and AIMS MATH Field Test (Gr. 3-8) scorable pick-up
<b>April 24</b>	AIMS HS WRITING/READING reports arrive
<b>Assigned date</b>	AIMS DPA, AIMS HS MATH, AIMS SCIENCE, <i>TN</i> , and AIMS MATH Field Test nonscorable pick-up
<b>May 15</b>	AIMS HS MATHEMATICS Rapid Response Reports for Cohorts 2008 and 2009 arrive
<b>May 29</b>	AIMS HS MATH, AIMS HS SCIENCE and <i>TN</i> reports arrive
<b>June 5</b>	AIMS DPA & AIMS SCIENCE (Gr. 4 & 8) reports arrive

### REVISED SHORT-ADD FORM

A revised short-add form has been posted to the Assessment page of the ADE common logon and to the CTB/AIMS web page. The previous version did not function correctly when saved.

### REVISED RETRIEVAL SCHEDULE

A revised retrieval schedule showing all pick-up dates for scorable and nonscorable test materials has been posted to the Assessment page of the ADE common logon. Changes are highlighted in yellow.

Please review the schedule and note every retrieval date for your district or charter. Have all appropriate materials boxed and prepared for pickup the night before your scheduled retrieval date. CEVA may show up as early as 7:00 a.m.

### THE STATE BUDGET AND THE AIMS TUITION SCHOLARSHIP

Due to state budget cuts, changes are expected to the AIMS tuition scholarship. ADE will provide more information as it becomes available. In the meantime, students may continue retesting on AIMS in an effort to earn an "Exceeds."

### THE STATE BUDGET AND AIMS TESTING

Spring 2009 AIMS and TerraNova testing has **not** been affected by the latest state budget cuts. All Spring 2009 testing, including the AIMS Mathematics Field Test, will go forward as scheduled.

AIMS testing is required by a combination of state statute and federal regulations. AIMS is funded with a combination of state and federal money. TerraNova testing is required by state statute. TerraNova testing is funded exclusively with state money.

NCLB requires that AIMS is always aligned to the adopted academic standards. Due to the revision of the Mathematics Standard, ADE must develop a new AIMS Mathematics test aligned to the new Standard. ADE receives federal funding for the development of AIMS tests. This funding has been sufficient to allow for the needed AIMS Mathematics Field Test this spring in preparation for the revised Spring 2010 AIMS Mathematics test.

For fiscal year 2009, the state legislature provided sufficient funding to allow for all scheduled AIMS and TerraNova testing.

Both the federal and state money used for testing are designated monies for exactly that purpose. They cannot be diverted for other uses.

The Assessment Section of ADE has always worked to meet the state and federal requirements for testing as frugally as possible. In these difficult budgetary times, we will continue to do so.

## **“I’VE GONE TO THE PRE-TEST WORKSHOP. NOW WHAT DO I DO?”**

Being a test coordinator is an important and complex job. The Test Administration Directions and the Test Coordinator manuals are the primary resources for test coordinators. While hard copies of these manuals will be shipped with your test materials and test coordinator’s kit, electronic copies are posted on the test coordinator webpage and on the CD provided at the pre-test workshop. Please read these manuals.

Below are some additional hints for novice test coordinators.

### **Receiving Test Materials**

Test materials will arrive in several shipments over several days. The test materials are shipped in lavender boxes. The Test Coordinator’s Kit is shipped separately from the test materials and is **not** shipped in lavender boxes.

Open and inventory each shipment as soon as possible. Test materials are shrink-wrapped in packages of 4 and 20. Count the number of documents in each shrink-wrapped package either during the initial inventory of test materials or when distributing to schools or teachers. **Never assume that a shrink-wrapped package contains the number of documents on the label.**

### **Placing a Short-Add Order**

Less than half of the state’s districts and charters place a short-add order. However, **every district and charter should confirm whether or not a short-add order is necessary.**

After inventorying the test materials, but before the opening of the short-add window, confirm the number of students testing per grade level for AIMS DPA and *TerraNova* and per content area for AIMS HS. Compare the number of students testing to the materials on hand.

Determine how many GISs, stack cards, and bands will be needed to return the test materials. Compare to the number of GISs, stack cards, and bands provided. Confirm that appropriate SGLs and return shipping labels were sent.

If the number of students expected to test exceeds the number of test books and answer documents and/or there are not enough materials for packaging and returning the tests, **prepare a short-add order for the exact number of extra materials needed. Submit only one short-add order per test window and submit as early in the short-add window as possible.**

Every short-add order is forwarded to ADE for approval. Be prepared to provide ADE with a complete list of students expected to test and a complete inventory of test materials on hand. This information will be requested for short-add orders that seem too large.

### **Short-Add Orders for HS Make-Up Tests**

High school students testing on one of the make-up test dates must test on Form T, the make-up test form. Form T is shipped in the district overage box.

For make-up testing, plan to have a Form T test for every student who was absent on the primary test date. On each day of AIMS HS testing (Writing, Reading, and Mathematics), determine if there are enough Form T tests on hand for make-up testing. If not, **place a short-add order as early in the short-add window as possible.**

## **Administering the Tests**

Give the Test Administration Directions to teachers well in advance of testing so they have ample time to read the manual. Monitor the administration of the test to confirm that teachers are reading the scripted directions.

Be available to school test coordinators and teachers. Be certain they know how to reach you when questions arise.

## **Packaging Materials for Return**

Make a copy of every School Group List (SGL) to use for verifying reports.

## **Receiving Test Reports**

Open reports immediately upon receipt. Verify that reports were received for every school. Verify that the number of answer documents submitted (see SGL) matches the “number of documents scored” (easiest to see on the Summary Report). Verify that every student tested received a Student Report and, for AIMS DPA, a Student Longitudinal Report.

Report any missing or incorrect reports to the Arizona Help Desk immediately.

Student Reports and Student Longitudinal Reports may be sent to parents immediately. There is no embargo on the release of individual student test data. Summative results and summative reports are embargoed. Do not release until the embargo is lifted and ADE has made state-wide results public.

## **CONTACT INFORMATION**

### **ADE – Assessment Section**

1535 W. Jefferson St., Bin 6

Phoenix, AZ 85007

Phone: 602.542.5031

Fax: 602.542.5467

Assessment Section webpage: [www.azed.gov/standards/](http://www.azed.gov/standards/)

Test Coordinator webpage:

[www.azed.gov/standards/AIMS/Administering](http://www.azed.gov/standards/AIMS/Administering)

### **Roberta Alley, Deputy Associate Superintendent**

Phone: 602.364.1164

Email: [Roberta.Alley@azed.gov](mailto:Roberta.Alley@azed.gov)

### **Irene Hunting, Director of State Test Administration**

Phone: 602.542.5450

Email: [Irene.Hunting@azed.gov](mailto:Irene.Hunting@azed.gov)

### **Mary Pat Wood, State Test Coordinator**

Phone: 602.542.5345

Email: [MaryPat.Wood@azed.gov](mailto:MaryPat.Wood@azed.gov)

### **CTB/McGraw-Hill, Arizona Help Desk**

Phone: 888.630.9145

Email: [ArizonaHelpDesk@ctb.com](mailto:ArizonaHelpDesk@ctb.com)

Regarding the purchase of CTB products contact:

### **Kelly Powell, Evaluation Consultant**

Phone: 602.885.1907

Email: [Kelly.Powell@ctb.com](mailto:Kelly.Powell@ctb.com)

*AIMS Update is published every August, November, February, and May for distribution to test coordinators in Arizona schools.*